

Courier

Inside this issue...

- ♦ AIMS is on target – 1
- ♦ Suggestions pay off – 1
- ♦ Employee awards – 3
- ♦ Online benefits – 5
- ♦ PSCC Open House – 5
- ♦ Employee focus – 6
- ♦ Celebrate Fairfax! – 6
- ♦ Briefs – 7
- ♦ Nurse of the year – 8
- ♦ Millennium Forum – 8

Use the hand symbol above to click the content topic and go directly to that page.

AIMS is the target for resumes

If you want a job or are looking for a different position within the county government, you've got to take AIMS.

Created by the Department of Human Resources last year after extensive research and development, AIMS is an automated system that lets job applicants prepare, submit and tailor resumes

online. Short for *Applicant Information Management System*, AIMS has been in operation for more than a year and is getting great reviews from both job applicants and agency managers seeking to fill job openings.

"One of the conveniences of AIMS

is that job applicants can access the system from anywhere they have Internet

See AIMS, page 2



Mary Hughes, HR Central staff, helps a customer.

Suggestions pay off

Suggestions recently resulted in significant cost savings for the county and paid off handsomely for two forward-thinking county employees. Cited at the April 15 Employee Recognition Awards for their creative thinking were **Beverly**

Jane Johnson, network/telecommunications analyst II, DIT, who received \$5,000 for her sugges-

tion; and **Sgt. James V. Tully**, Office of the Sheriff, who received \$1,700.

Suggestion awards are presented to employees who contribute practical ideas that result in monetary savings, increased effectiveness of service to the

public, safer working conditions or better public relations. Employees are eligible to receive 10 percent of the first year's savings, up to a maximum of \$5,000. Johnson found that

See Suggestions, page 2



Jane Johnson



James Tully

AIMS, from page 1

access," said **Rita Kayn**, employment manager, whose office has overall responsibility for filling county jobs. Those registering for AIMS enter a six-digit announcement number that permits a person to apply for a posted county position. Resumes submitted can be tailored to several specific jobs or job categories should the applicant have multiple skills to emphasize.



Rita Kayn

Some job applicants may not be familiar with or have access to a computer, but personal assistance is always available. The new HR Central located in the Government Center has a trained staff who can help applicants and have available computers for them to use. "We've found applicants are very willing to learn the new system if we guide them along," said **Ed Barker**, manager of HR Central. Other locations which allow public access to computers for AIMS include county library branches; Access Fairfax, located in the South County Center on Richmond Highway; and various Skill- Source Centers throughout the county.

While the automated system improves access to county jobs, all resumes submitted get a personal review by one of the department's analysts. "The personal touch is still important to ensure that applicants meet the specific knowledge, skills and abilities for the job," Kayn pointed out.

When an agency has a position to be filled, the personnel analyst receives a list of competencies/skills from the hiring agency that help identify the job. Perhaps an agency wants someone with marketing experience or a customer service background. Analysts match the skills with keywords appearing on the resumes. The personnel analyst can then select those resumes that best meet the

competencies/skills needed for that job.

The machine doesn't make the decisions. "Electronic submission of resumes allows the personnel analysts to speed up the process of resume review and concentrate their efforts and analytical ability on deciding who the best qualified applicants are for each vacancy," said **Linda Wozniak**, senior personnel analyst. Analysts perform various rounds of searches for each position open to make sure all kinds of resumes get the chance to be included. "Keywords aren't the only criteria as some people could be eliminated that may not have used that specific word."

After the analyst completes the review of applicants for minimum qualifications, those resumes best qualified are sent to the hiring agency. "The employment division forwards resumes electronically to hiring managers which has greatly improved the processing time," said Kayn, adding that many of the hiring tasks can be done electronically through AIMS by agency hiring managers.

During the first year of AIMS operation, 80,000 resumes were received. Wozniak encourages the use of AIMS and expects to see even more resumes received in the future. Analysts have demonstrated AIMS capabilities in libraries and HR Central. Channel 16 also is developing a demonstration guide to help promote AIMS.

"Overall, the county is very pleased with the results of AIMS," said Kayn. "It has made the application process faster with more feedback to the applicant while improving the speed and quality of resumes provided to agency hiring managers."

For more information on AIMS, please visit HR Central in Suite 270 at the Fairfax County Government Center or call 703-222-5872, TTY 703-222-7314. ■

**Classified ads
are on the
Infoweb**

Suggestions, from page 1

purchasing a new model to replace older Hewlett-Packard Print Servers would cost about \$1,920. However, by using the HP Trade In/Trade Up program, the cost to replace the HP Print Servers was significantly reduced to \$300-450 per unit, saving the county over \$57,000 in the replacement and

upgrade of 36 print servers.

Tully found that by replacing the current narcotic detection kit used for testing inmates for illegal substances with another similar type kit was over \$4 cheaper than the version being used. His suggestion saved more than \$17,000. ■

Outstanding Performance Awards

Outstanding Performance Awards provide recognition to employees who perform the duties and responsibilities of their positions in an outstanding manner, and whose work is generally well above expectations. Awards may be given for consistently high performance; performance with significant benefit to county operations or exemplary performance on a specific project or assignment. Awardees receive \$300, a certificate of commendation, a day of administrative leave, and a special mug.

Administration for Human Services

Denise M. Delph, Admin. Asst. III
Nalina Srikanth, Admin. Asst. III

Community & Recreation Services

Angela T. Tibbs, Recreation Specialist III

Community Services Board

Alcohol & Drug Services

Sharleen H. King, Substance Abuse Counselor IV

Facilities Management

Kathy A. Roberts, Admin. Asst. V

Family Services

Hilda M. Crump, Manpower Specialist II
Nadia Hanna, Admin. Asst. II
Barbara R. Jordan, Human Service Worker III
Beverly M. Mackey, Human Service Worker III
Julie M. Miller, Social Worker III
Denise D. Studeny, Social Worker III
Angela Walker-Scott, Human Service Worker III

Finance

Pamela D. Locker, Admin. Asst. III

Fire & Rescue

John C. Mayers, Master Fire Technician
Charles A. Williams, Fire Technician
Maria J. Teel, Business Analyst I
Laurie E. Varnau, Mgt. Analyst I

Health

Gary R. Haines, Environ. Health Specialist II
Kathleen T. McGillan, Public Health Nurse II
John J. Ruthinoski, Mgt. Analyst II

Housing & Community Development

John F. Panarelli, Housing/Comm. Developer III

Juvenile & Domestic Relations Court

Myrna M. Brown-Wiant, Probation Supervisor I

Library

Mary A. Giarda, Librarian I
Sondra C. VanderPloeg, Librarian I
Jane J. Kim, Library Information Asst.

Park Authority

Yvonne L. Johnson, Historian I
Heather J. Melchior, Naturalist IV
Kathryn L. Palmer-Jenkins, Mgt. Analyst II
Joyce A. Quay, Park Specialist I
Charles Wright, Park Specialist II

Planning & Zoning

Lisa G. Feibelman, Planner II
Charlene M. Fuhrman-Schulz, Planner III
Marianne R. Gardner, Planner IV
Terry A. Heath, Planning Technician I
Lorrie E. Kirst, Planner IV
Virginia H. Ruffner, Planner III



Sophia Grinnan, Police

Police

Sophia C. Grinnan, Master Police Officer
Lawrence R. Halleran, Police Citizen Aide II
Julie L. Hersey, Master Police Officer
Timothy M. Wackett, 2nd. Lt.

Public Works & Environmental Services

Land Development Services

Glenn L. Huffman, Supervising Eng. Inspector
Paul M. Lynch, Inspections Branch Chief
Craig R. Williams, Eng. II
Dan K. Williams, Eng. III

Maintenance & Stormwater Management Div.

Willie S. Davis, Jr., Eng. Technician I
Robert W. Speelman, Eng. Technician I
Antonio Torrico, Sr. Maintenance Supervisor

Solid Waste Disposal & Resource Recovery Div.

Leonard H. Wright, Jr., Supvr, Facilities Support



Robert Speelman, Willie Davis and Antonio Torrico, DPWES

Purchasing & Supply Management

Regina K. Mumford-Rush, Buyer II

Reston Community Center

Pam A. Elcesser, Park/Recreation Specialist I
Elizabeth D. McGuire, Admin. Asst. V

Sheriff

Steve J. Elbert, Lieutenant

Vehicle Services

David A. DuVal, Motor Equip. Superintendent



Chuck Wright, Park Authority

See Awards, page 4

Awards, from page 3

Team Excellence Award

Team Excellence Awards recognize the outstanding efforts of groups of employees, often from different agencies, with interdisciplinary membership. Teams may be a diverse group who come together to accomplish a specific goal and then disband, or an on-going group that has performed in an outstanding manner on a specific project which has a start and end date. Team members receive \$300, a certificate of commendation, a day of administrative leave and a special team cap.

Diversity Standing Committee

Sponsored by the Office of Equity Programs, the Diversity Standing Committee successfully initiated the celebration of diversity in Fairfax County. From its inception, the team has gone forth with its mission "to generate concepts and plans that will educate the workforce about cultural similarities and differences, and to assist in developing and organizing programs that strengthen diversity in Fairfax County government." Since April 1999, special events to celebrate diversity have included lunch-hour programs in the Government Center Forum, information booths staffed by various agencies, panel discussions, workshops, and portable static displays. Their most recent event was a one-day conference in November, which focused on the theme, "The Many Faces of Fairfax." With the assistance of other partners, the committee coordinated 17 workshops, highlighted by the dynamic keynote address given by Maureen Bunyan, news anchor at Channel 7 and a familiar face to all in the Washington area. At the end of the day, the evaluation data collected from participants revealed a highly successful conference attended by over 300 employees.



Some members of the Diversity Standing Committee team

Community & Recreation Services

Cheryl A. Laferty, Recreation Specialist IV

Community Services Board

Alcohol & Drug Services

Clara A. Marshall, Substance Abuse Counselor III

Office of the County Executive

Rosario A. Carrera, Mgt. Analyst IV

Equity Programs

Warren M. Bailey, Personnel Analyst III

Jeanne Dickson, Admin. Asst. IV

Michele M. Oliver, Personnel Analyst III

Lara Reduque, Personnel Analyst II

Nan Butler Roberts, Personnel Analyst II

Kathryn L. Smith, Personnel Analyst III

Fire & Rescue Department

Raul G. Castillo, Lieutenant

Richard A. Sweatt, Captain II

Housing & Community Development

Gail H. Lee, Admin. Assistant IV

Human Rights Commission

Linda T. Yao, Human Rights Specialist II

Information Technology

Renu P. Aggerwal, Programmer Analyst II

Wyvonne V. Harsley, Accountant II

Jayashree R. Kori, Programmer Analyst IV

Library

John R. Kiefman, Audio/Television Technician

Lois M. Kirkpatrick, Information Officer II

Daria A. Parnes, Librarian III

Management and Budget

Mary E. Casciotti, Asst. County Debt Manager

Park Authority

Daphne I. Hutchinson, Information Officer II

Public Works & Environmental Services

Land Development Services

Anne Fu, Mgt. Analyst III

Purchasing & Supply Management

Marvis W. Marshall, Mgt. Analyst III

Vijay Sood, Admin. Asst. IV

Tax Administration

Mirtha T. King, Real Estate Appraiser

The next First Friday is May 6, 8:30 – 10 a.m. at the Newington Maintenance Facility, 6900 Newington Road, Lorton. County employees are welcome to attend and talk with the county executive and his key staff. ■

Focus on Benefits

Health and dental plans provide online member services 24/7

Have you ever wondered whether a health or dental claim was processed for yourself or your dependents? How much was paid by the health/dental plan to a provider? Have you met your deductible yet?

CareFirst, Cigna and Delta Dental all have Web site tools to help you to obtain that information. Through these Web sites, members can get immediate answers to many questions regarding health care coverage and costs, including the status of a current or previous medical or dental claim, as well as current year deductibles and maximums. You can also use these sites to verify the dependents covered under your policy or request new identification cards.

Below are the Web site links for each of the plans that provide online member services:

- ♦ Carefirst (both POS and PPO plans): www.CareFirst.com/myaccount
- ♦ CIGNA: www.MyCigna.com
- ♦ Delta Dental of Virginia: www.deltadental.com (go to the section entitled Subscribers)

Each of the Web sites will request you to register simply by selecting a user ID, a password and identifying your member information. Once registered, you can go online at your convenience to obtain information on your benefits.

Of course, all health and dental plan member service representatives are still available to serve you during core business hours should you have further questions.

- ♦ CareFirst 1-800-296-0724 www.carefirst.com (Betsi Fuhrman, Carefirst's onsite representative, can be reached at 703-324-3474 in the Department of Human Resources, Suite 270, Government Center.)
- ♦ Cigna HMO 1-800-244-6224 www.cigna.com
- ♦ Kaiser 301-468-6000 www.kaiserpermanente.org
- ♦ Delta Dental 1-800-237-6060 www.deltadental.com

If you have other questions or need personal assistance, you can contact HR Central in the Government Center at 703-222-5872, TTY 703-222-7314. ■



HR Central
703-222-5872, TTY 703-222-7314

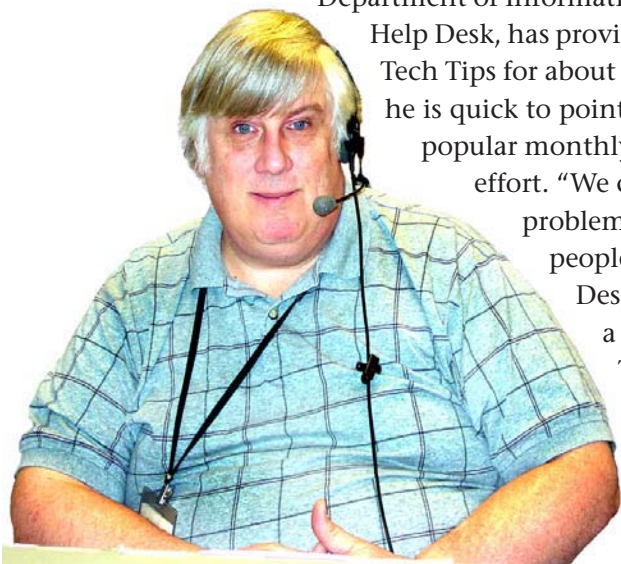
PSCC Open House attracts visitors

Fairfax County Board Chairman **Gerald E. Connolly** toured the Public Safety Communication Center's Open House on April 15 and greeted 911 center call takers and dispatchers. An awards ceremony also recognized the outstanding work of employees. Pictured from left to right are PSSC members **Lorraine Fells-Danzer**; **Amanda Russell**; **Anna Curry**; **Chairman Connolly**; **Major Shawn Barrett**, police; **Captain Jim Charron**, police; and **Deputy County Executive Rob Stalzer**. ■



Where good Tips come from

Tom Ambrose,
DIT Help Desk



Tom Ambrose, one of approximately nine technical support people working in the Department of Information Technology's Help Desk, has provided *Courier* with Tech Tips for about a year. However, he is quick to point out that the popular monthly column is a team effort. "We can often select problems that cause people to call the Help Desk and use them as a basis for a Tech Tip column," said Ambrose. "The purpose is to help people with common problems and

provide solutions everyone can use." Tech Tip is one of the most popular features in *Courier*.

Ambrose currently resides in Woodbridge with his wife who works at the Woodbridge Senior Center. He is the proud father of two daughters and one son. His eldest daughter, a graduate from University of Virginia, is a teacher at Osborne Park HS in Manassas. His other daughter is a junior at Longwood University and his son is in graduate school at James Madison University on a full scholarship.

Ambrose enjoys his job working on the Help Desk. He says he prefers to walk people through the process of their computer problems so they can learn rather than just fix it. He says, "I don't just fix the problem, I try to teach." ■

Celebrate Fairfax! is three days of food, fun, music, and culture

Celebrate Fairfax!
information:
703-324-3247
www.celebratefairfax.org
800-880-6629

Dates: June 10 - 11 - 12, 2005
Times: Fri., June 10 – 6 p.m. – midnight
Sat., June 11 – 10 a.m. – midnight
Sun., June 12 – 10 a.m. – 6 p.m.
Where: Celebrate Fairfax! is located on the grounds of the Fairfax County Government Center, 12000 Government Center Parkway, Fairfax.

Features: 25 acres of culture, entertainment, science and technology, family interaction, nightly fireworks and carnival.

Attendance: Average 70,000 people enjoying the event.

Presented by: Celebrate Fairfax, Inc.

Cost: \$10 Adults, \$5 kids, seniors, active military. A generous discounts package available online beginning May 16 at www.celebratefairfax.org.

Attractions: Celebrate Fairfax offers a wide variety of activities, entertainment and traditional festival fun. Four stages of continuous entertainment feature more than 300 local, regional and national acts during the three-day celebration. Strolling entertainers provide impromptu performances throughout the festival. The children's area features entertainment, arts and crafts, and interactive projects for the entire family. Over 25 different menus are offered from an eclectic group of restaurants and concessionaires. Amusements of America presents the most exciting and traditional carnival of rides and attractions to fulfill every dream. A highlight of the festival is the incredibly unique and entertaining exhibits from over 35 Fairfax County agencies.

Sponsorship: To become a sponsor, contact Laura at laura@celebratefairfax.org or 703-324-5311. ■



Briefs

Sneak Peek agency challenge

Put your agency team together and bowl over the unworthy competition at this year's Sneak Peek of Celebrate Fairfax! Sneak Peek is the great time on Friday, June 10, when county employees are invited to enjoy many of the festival's games and rides at the Government Center, 12000 Government Center Parkway, Fairfax. It's also the time when you can help lead your agency to a competitive victory and enjoy more fun than you thought possible. Watch *Courier* for more details or contact **Cathy Maynard** at 703-324-3239 if you want to assemble your winning team now!

You are eligible for a library card

All Fairfax County government employees are eligible for free Fairfax County Public Library cards. A library card will allow you to freely use library computers; borrow electronic books, digital audiobooks and printed books; access articles from journals that you can't get online for free; and more. To apply for a library card, stop by your nearest branch or apply online at www.fairfaxcounty.gov/library.

Sites needed to serve free meals for needy kids

The USDA provides food at no cost to help needy children in our area. If your community and/or faith organization is interested in helping, or you want to volunteer to assist in serving meals, please call the Department of Community and Recreation Services at 703-324-5555, TTY 711.

Sixth Annual Tim Harmon 5K

The 6th Annual Tim Harmon 5K Run/Walk will be held Saturday,

Briefs

June 18, at 8:30 a.m. at the Fairfax County Government Center. This event is sponsored by Alcohol and Drug Services in honor of Tim Harmon, a past county employee who died of Hepatitis C in 1999. The event raises awareness of substance abuse and Hepatitis C. A reduced registration rate of \$15 per person is available for teams that send in five or more registrations in one envelope. Individual registrations received by June 4 are \$17. Registrations received June 12 through race-day registration are \$20. For more information or to request a registration form, contact ADS' **Peggy Cook** at 703-934-8747 or visit www.timharmon5k.org. To register online, visit www.racepacket.com.

New county street atlas available

The 2005 edition of the Fairfax County Street Atlas is available in the Fairfax County Maps, Publications and Gift Shop located at the Government Center, Suite 156. The price of the atlas is \$11.50 each. This

Briefs

atlas is identical to ADC's 2005 Edition of the Street Map Book of Northern Virginia, plus it illustrates the tax map grid and numbers in bright green, supervisor district names and boundaries in purple, and naturally occurring asbestos mineral deposits in orange.

Kings Dominion discounts

Fairfax County employees visiting Paramount's Kings Dominion during April and May can purchase discount tickets. To find out how, go to the Human Resources Infoweb page and click on "Get your Kings Dominion discount tickets" under Hot Topics. For more information, contact **Johnson Turner** in the Department of Human Resources, 703-324-3320, TTY 703-222-7314.

A heartfelt thanks

Stefani Takushi, DFS, who lost her daughter to cancer, expresses her deep appreciation to the many county employees who supported her and her family during her daughter's illness. ■

Employees Retirement System Board of Trustees seeks member

Nominations are being accepted for a general county employee representative to the Employees Retirement System Board of Trustees. Currently, the position is held by **Vera Finberg**, whose term expires on June 30. Members of the Board of Trustees have fiduciary responsibility for management of the system, including the investment of system assets, currently over \$2.2 billion.

Eligible employees include all those who are members of the Employees Retirement System. Nomination petitions are available from departments' Payroll Section or from the Department of Human Resources. Petitions must be returned by 4:30 p.m. today, April 29. If two or more candidates are nominated, the election will be held approximately May 26-June 9. The winner of the election will serve a four-year term beginning July 1. Ballots and other information will be made available at a later date.

For questions, please contact **Bob Fitzpatrick**, Department of Human Resources at 703-324-3306. ■

Severo selected as *Nurse of the Year*

Shauna Severo, BSN, MS, has been selected as *Nurse of the Year* by the Fairfax County Health Department and will be presented with the award at the Nurses Day Luncheon, May 6.

Severo has been a Public Health Nurse for the Health Department for over 18 years. She received her Bachelor of Science in Nursing and Masters of Arts in Interdisciplinary Studies from George Mason University. Her experience in clinical and field settings in maternal/child health, home health, chronic disease, communicable disease, supervision, and now as Long Term Care Coordinator, has provided her a comprehensive knowledge of the importance of public health throughout the life cycle.

Severo is the program manager for five distinct and culturally diverse Adult Day Health Centers (ADHC) across Fairfax County that provide a multidisciplinary therapeutic program offering health monitoring, assistance with activities of daily

living, recreational programming and meals to frail elderly adults with cognitive impairment. The centers serve a combined average of 120 people per day, who without these services would more than likely be institutionalized. Under her leadership and guidance, the centers promote participants' highest level of independence while providing much needed respite and peace of mind to their caregivers.

She is a member of the Virginia Adult Day Services Association, the Northern Virginia Fairfax Caregiver Seminar Consortium, the Health Department's Nursing Council, the Fairfax County Cultural Diversity Focus Group, and the Older

Adults Work Group of Northern Virginia Regional Strategic Planning Project.

Severo is keenly aware of the importance of identifying the needs of the community and responding to them. She actively encourages and gives autonomy to her interdisciplinary staff, yet remains accessible for

direction and guidance. Her

leadership style is one of mentoring and encouragement. Her high standards are willingly and enthusiastically mirrored by staff under her direction. She is a role model for excellence in service to the adult

population, their families, and the community at large, and she exemplifies what true Public Health Nursing is all about. ■



Shauna Severo

The Millennium Forum to feature Helen Thomas



Helen Thomas

The Millennium Forum will host Helen Thomas, noted journalist and former White House bureau chief for UPI. She will speak on "Breaking the Glass Ceiling and Other Lessons for Success." Plan to attend this and all Millennium Forum presentations.

When: May 11
Time: 10:30 - noon
Where: Board Auditorium,
Fairfax County
Government Center

For Thomas' biography and other Millennium Forum information, go to <http://infoweb.mfs> ■



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Office of Public Affairs
12000 Government Center Parkway, Suite 551
Fairfax, VA 22035-0065

John Nash, editor
703-324-3197, john.nash@fairfaxcounty.gov
E-mail courier@fairfaxcounty.gov
FAX 703-324-2010
TTY 703-324-2935

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